

Agency IT Strategic Plan

Secretariat: Natural Resources

Agency Code: 440

Agency: Department of Environmental Quality

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Agency Profile & Strategic Direction

Agency Mission Statement:

The Department of Environmental Quality protects and enhances Virginia's environment, and promotes the health and well being of the citizens of the Commonwealth

Agency IT Vision Statement:

We will be a forward-thinking, business-oriented technology organization, delivering quality on-time solutions and driving the overall business of state government in the Commonwealth through highly-skilled IT professionals, collaboration, and creativity. All IT projects undertaken will be aligned with the Agency Strategic Business Plan and there will be a balance between cost and effectiveness.

Total Employees: 857

Total IT Employees: 16

Project Selection Criteria:

Projects are selected using the Information Technology Investment Management (ITIM) methodology. Under this process a project is not undertaken until the Service Request is approved by the business area management, the business area steering committee, and the ITIM Investment Board. Projects are selected based on: availability of funding, availability of resources, time constraints, expected benefits, known risks, alignment with the goals and objectives of the business area, whether it is required to meet State or Federal regulations, and whether it supports a grant funded project.

Business Case Development:

A completed Investment Board Decision Support Package (DSP), required for final approval of a Project Service Request, serves as the Business Case. The information in the DSP includes: background information, a recommended solution, project justification, business priorities that will be met, how the project aligns with the Agency Strategic Business Plan, known project risks, alternative solutions, fiscal impact of project, how the project aligns with the Commonwealth of Virginia Department of Information Technology Strategic Direction, and a high-level project plan with milestones.

Risk Assessment Methodologies:

Currently, there is no formal Risk Assessment Methodology being used by the Office of Information Systems (OIS). Risks are, however, identified and assessed via the Investment Board Decision Support Package (DSP) as well as the OIS Service Request Implementation Lifecycle.

Prioritization Schema:

All projects are prioritized by the Investment Board, who are the owners of the Information Technology Investment Management (ITIM) process.

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Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Resources Management	Efforts to conserve, protect, and manage the use of air, land, and water resources of the state to improve and preserve the quality of the environment.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Research and Planning	Efforts to conduct research regarding the utilization of the state's natural resources, and to develop and implement plans to improve and maintain the quality of the environment.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Monitoring and Evaluation	Efforts to monitor and evaluate the state's environmental resources in order to maintain their quality.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Technical and Financial Assistance	Efforts to protect, retain, and develop the environmental resources of the state by offering technical and financial assistance.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Policy and Program Development	Efforts to develop policies and program initiatives to make a positive impact on the quality of the environmental resources of the state.

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RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Information, Education, and Assistance	Efforts to provide education, information, and assistance to the public and private sector regarding issues affecting the quality of the environment.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Response and Remediation	Efforts to investigate and respond to environmental pollution incidents and violations of environmental regulations, develop and or implement corrective action or remediation plans for pollution incidents, and to administer regulatory responsibilities related to underground storage tanks, oil handling facilities, above-ground storage tanks, and oil hauling vessels.
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Resources Management	Efforts to conserve, protect, and manage the use of air, land, and water resources of the state to improve and preserve the quality of the environment.
Key Customers Business & Industry, & Regulated Local, State, and Federal Facilities Environmental Advocacy Groups Federal and state partners Local government entities Virginia Citizens			
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Research and Planning	Efforts to conduct research regarding the utilization of the state's natural resources, and to develop and implement plans to improve and maintain the quality of the environment.
Key Customers Business & Industry, & Regulated Local, State, and Federal Facilities Environmental Advocacy Groups Federal and State partners Local government entities Virginia Citizens			
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Monitoring and Evaluation	Efforts to monitor and evaluate the state's environmental resources in order to maintain their quality.
Key Customers Business & Industry, & Regulated Local, State, and Federal Facilities Environmental Advocacy Groups Federal and State partners Local government entities			

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RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Technical and Financial Assistance	Efforts to protect, retain, and develop the environmental resources of the state by offering technical and financial assistance.
<p>Key Customers</p> <ul style="list-style-type: none"> Business & Industry, & Regulated Local, State, and Federal Facilities Environmental Advocacy Groups Federal agencies and facilities Local government entities Virginia Citizens 			
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Policy and Program Development	Efforts to develop policies and program initiatives to make a positive impact on the quality of the environmental resources of the state.
<p>Key Customers</p> <ul style="list-style-type: none"> Business & Industry, & Regulated Local, State, & Federal Facilities Environmental Advocacy Groups Federal agencies and facilities Local government entities Virginia Citizens 			
RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Information, Education, and Assistance	Efforts to provide education, information, and assistance to the public and private sector regarding issues affecting the quality of the environment.
<p>Key Customers</p> <ul style="list-style-type: none"> Business & Industry, & Regulated Local, State, & Federal Facilities Environmental Advocacy Groups Federal agencies and facilities Local government entities Virginia Citizens 			

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RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Environmental Response and Remediation	Efforts to investigate and respond to environmental pollution incidents and violations of environmental regulations, develop and or implement corrective action or remediation plans for pollution incidents, and to administer regulatory responsibilities related to underground storage tanks, oil handling facilities, above-ground storage tanks, and oil hauling vessels.
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Key Customers

- Business & Industry, & Regulated Local, State, & Federal Facilities
- Environmental Advocacy Groups
- Federal agencies and facilities
- Local government entities
- Virginia Citizens

RESOURCE MANAGEMENT	Efforts to conserve and develop natural resources, and to assure a balance between the preservation and development of these resources.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.
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Key Customers

- Business & Industry, & Regulated Local, State, & Federal Facilities
- Environmental Advocacy Groups
- Federal agencies and facilities
- Local government entities
- Other Departments within state Government and DEQ
- Virginia Citizens

EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
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Key Customers

- Business & Industry, & Regulated Local, State, & Federal Facilities
- Environmental Advocacy Groups
- Federal agencies and facilities
- Local government entities

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Provide education, information, and assistance to protect and enhance the environment.	Increased knowledge and awareness of the environment and DEQ programs.
Develop and implement standards and plans to protect and enhance the quality of the environment.	Scientifically accurate and clearly understood standards and plans that provide clear direction for implementation of environmental protection and enhancement programs.
Develop policies and program initiatives to protect and enhance the quality of the environmental resources of the state.	Effective legislation, regulations, outreach and initiatives that create an enabling framework for DEQ to achieve its goals.
Monitor and evaluate the state's environmental resources in order to protect and enhance environmental quality.	Accurate Assessment of the quality of Virginia's environment.
Protect and enhance the environmental resources of the state by offering technical and financial assistance to communities and business.	Community based projects, which result in cleaner water, less litter, fewer tire piles, and increased citizen involvement.
Protect and enhance the use of air, land, and water resources of the state through permitting, compliance and enforcement activities.	Improved environmental quality resulting from effective permitting, compliance, and enforcement implemented in a fair and equitable manner.
Protect and enhance the use of air, land, and water resources of the state through remediation and response programs.	Water and land that is cleaner.
Support protection and enhancement of environmental quality by providing administrative and logistical support services.	Efficient operations where resources are allocated wisely within intended purposes. Highly trained and competent staff.

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Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

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Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

Procurement Description	Planned Procurement Delivery Date	Estimated Procurement Cost
Lifecycle Management - Desktop	06/30/2006	\$1,500,000

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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Non-major IT Projects

Approved for Planning— The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the CIO. Projects "Approved for Planning" must be formally approved for development by the CIO prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.

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Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.